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**To:** Community Rehabilitation Providers (CRP)  
**From:** Theresa Koleszar, Director, Bureau of Rehabilitation Services  
**Re:** Modifications to Employment Service Revisions: Discovery documentation, Rate Change and Supported Employment  
**Date:** September 7, 2016

The Bureau of Rehabilitation Services (BRS) appreciates the continued feedback and suggestions regarding the Vocational Rehabilitation (VR) employment service revisions. Thank you in particular to the employment services workgroup for their continued commitment to identifying best practices and necessary revisions, and developing strategies to further improve the provision of employment services. Modifications continue to be made based on feedback received to address lessons learned, share best practices, and further strengthen the quality of employment services to individuals with disabilities.

BRS has released a revised VR Manual of Employment services which can be viewed at <http://www.in.gov/fssa/ddrs/4976.htm>. Some key revisions are outlined below:

#### Discovery Documentation

The Discovery Profile is no longer required to be submitted monthly to VR. The completed Discovery Profile must be submitted to VR upon completion of the Discovery process. If the Discovery process will extend beyond 90 days for a consumer, the Discovery profile must be submitted to VR at appropriate intervals (at least every 90 days during the discovery process), with a final completed Discovery profile submitted to VR at the end of the Discovery process.

Additionally, since the Discovery Profile will no longer be submitted monthly, it is also no longer associated with an invoice. Providers must submit an update to VR each month that outlines progress pertaining to Discovery activities. Chronos/logs, a summary report, or case notes are appropriate options for outlining progress. This monthly update will also serve as supporting documentation to accompany the provider-generated invoice for Discovery activities.

While the Discovery Profile is no longer required to be submitted to VR each month, providers should still continue to update the Discovery profile throughout the Discovery process as the consumer completes individual discovery activities. As a reminder, the Discovery profile is a consumer-focused document that should not only capture the consumer's abilities, interests, preferences, etc. but also direct the next steps for the consumer and employment consultant including strategies for job development.

#### Milestone 2 Rate Increase

The rate for Employment Services Milestone 2: Support and Short-term Retention (four weeks of employment), will increase from \$1,500 to \$2,000, effective October 1, 2016. For all consumers achieving this milestone on, or after, October 1, 2016, the provider payment rate will be \$2,000. VR will



make necessary adjustments to authorizations to align with the October 1, 2016 effective date of this rate change. This rate change will not be retroactive prior to October 1, 2016.

BRS is increasing this milestone to add greater emphasis on the importance of supporting consumers once placed, and to increase access to necessary supports. The rate change is also in response to feedback from the workgroup, as well as a fiscal analysis of employment service spending. BRS continues analysis and review of employment service rates, and will continue to reassess as applicable.

With the increase in the Milestone 2 payment from \$1,500 to \$2,000, the VR Employment Services manual provides added clarification regarding when additional funding for SE or On-the-Job Supports Short-term may occur. Milestone 2 will cover up to 45 hours of support during the first four weeks of employment. Milestone 2 is paid based on completion of four weeks, and not based upon the number of support hours provided. Therefore, **verification of the number of support hours provided is not required for payment of Milestone 2. The '45-hour trigger' is simply to clarify when it may be appropriate to authorize additional funding for supports, prior to the completion of four weeks.** If an authorization for SE is needed prior to week four, the Employment Support and Retention Plan should outline the number of support hours that have been provided and clearly articulate the needed supports for the consumer to reach stabilization. The VR Manual of Employment Services provides some examples to further clarify this information.

#### Supported Employment

Clarifying language has been added to the Supported Employment section of the VR Manual of Employment Services, to assist staff in better understanding how to ensure that individuals with the most significant disabilities (MSD) have access to supported employment (SE) services. Please review the added clarification in the manual for full details. This memo highlights these changes, but please refer to the VR Manual of Employment services for more complete information.

For individuals with a MSD, it is best practice for VR to routinely provide an authorization for SE upon job placement, regardless of whether a request for authorization has been made. Depending on factors such as the number of hours the consumer is working and the intensity and duration of support that is expected to be needed, this initial authorization for SE services should generally be, at minimum, 30-60 hours, covering a time period of no less than three months. Supplements and additional authorizations should be processed as necessary until the consumer achieves stabilization. Support needs of the consumer shall be outlined on the Employment Support and Retention Plan. Please remember that VR may fund SE services for up to 24 months if necessary for an individual to achieve stabilization.

Please refer to the Employment Services Manual online at <http://www.in.gov/fssa/ddrs/4976.htm> for more details about these modifications. Additional Employment services resources including a FAQ, Employment services forms, and training materials are also available at that Web page.

Thank you for the continued feedback and please continue to share suggestions and promising practices. Additional questions and/or feedback may be sent to: [VRProvider@fssa.in.gov](mailto:VRProvider@fssa.in.gov).